

# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

## "VETERANS FIRST"



**Classification:** **STUDENT ASSISTANT**  
**(\$1362-\$1814)**  
 Intermittent/Hourly

**Location:** **Department of Veterans Affairs**  
**Veterans Services Division**  
**San Diego District Office**  
**8810 Rio San Diego Drive, Room 1122**  
**San Diego, CA 92108**

**Who Should Apply:** Those currently enrolled in a community college, state college, university, or accredited school.

### Duties and

**Responsibilities:** Under close supervision of the Headquarters' Office Manager, the Student Assistant performs primary administrative or technical duties in support of veteran programs.

- Assist with the Veterans Benefits Awareness Program to include reviewing military records (DD-214) and verifying veteran status. Enter data into a database using Microsoft Excel and Microsoft Word programs and develop mailing labels. Prepare Veterans Benefits Awareness information packets for mailing.
- Assist customers at the public counter and via telephone. Respond to inquiries, provides relevant benefit information and/or refers veterans to staff or the County Veterans Service Office as deemed appropriate.
- Provide technical assistance with other veteran programs to promote the Veterans License Plate, Tuition Fee Waiver, Benefits, Stand Downs, Homeless, CVSO, DVBE, Work Study, Memorials and Cemeteries Programs.
- Opens, sorts, and distributes the daily division mail.
- Perform other Student Assistant related duties as assigned.

**How to Apply:** **Candidates should submit a State Application (STD. 678) and/or résumé to:**

**Department of Veterans Affairs**  
**Human Resources Office**  
**1227 "O" Street, Room 402**  
**Sacramento, CA 95814**

**ATTN: JACQUIE HAYES-REFERENCE M-80 #46-05/06**

**Inquiries:**  
**Voice: (contact number)**  
**(916) 653-2535**  
**TDD: (916) 653-1966**

**NOTE:** In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement. Failure to do so could result in being rejected from the interview process.

**Final Filing Date: December 27, 2005**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND